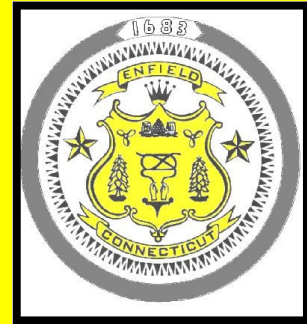


THE TOWN OF ENFIELD **CONNECTICUT** **INVITES CANDIDATES TO** **APPLY FOR THE:**



DIRECTOR OF EMERGENCY MEDICAL SERVICE



Great Opportunity For an EMS Professional

Profile information:

- Community History and information
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COMMUNITY PROFILE AND HISTORY

HISTORY OF ENFIELD

The first recorded contact between Europeans and Native Americans in Connecticut occurred when Dutch explorer Adriaen Block sailed up the Connecticut River in 1614. In 1674, the General Court of Massachusetts granted land stretching as far south as Asnuntuck Brook to the Town of Springfield. Enfield's first settlers, John Pease, Jr. and Robert Pease, arrived in 1679 from Salem, Massachusetts. The next Spring, they were joined by their families and other settlers from Salem, Massachusetts; by the end of that year (1680) about 25 families had settled in the area. In 1683, the Town of Enfield was incorporated.

As a result of an error in the survey done in 1642, Enfield was settled as part of Massachusetts Colony. A 1695 survey corrected the error, showing that Enfield, as well as Suffield and Somers, were within Connecticut Colony's borders. Apparently unhappy with the Massachusetts government, the citizens of Enfield first discussed separating from Massachusetts at a 1704 Enfield town meeting. Legal action was taken in both the Massachusetts and Connecticut Legislatures and in court in London, England. In 1750 Enfield seceded from Massachusetts and became part of Connecticut Colony.

COMMUNITY BACKGROUND

The Town of Enfield, Connecticut is a full service Town located eighteen miles north of Hartford Connecticut and eight miles south of Springfield, Massachusetts.

Enfield is at the center of the Hartford-Springfield bi-state region which is an integrated economic area that straddles the Massachusetts-Connecticut border. Almost 1.7 million residents live in the 111 municipalities that compose this region along the Connecticut River. This region is commonly referred to as "New England's Knowledge Corridor" due to its concentration of 27 colleges and universities, whose combined total enrollment exceeds 125,000 students.

Enfield is also centrally located in the New England area. Interstate highways going east to west and north to south provide easy access to New York City and Boston. Bradley International Airport, which is located approximately 10 miles south of Enfield, is the principal source of commercial passenger service with 10 major and five regional airlines. Bradley is an important air freight center for the region. Enfield is also served by rail lines. A new commuter station is being planned for Enfield which will provide commuter train access to and from New Haven, Connecticut on the south and to Springfield, Massachusetts on the north.

The combination of excellent transportation networks and an educated, quality workforce is vital to

the approximately 1,600 businesses that call Enfield home. The Town's diversified commercial/industrial base includes world-class companies in manufacturing, services, distribution and research. Denmark-based Lego Group is known around the world as the leading producer of quality products for children. Lego chose Enfield as its U.S. Headquarters for its proximity to New York and Boston and ease of shipping to Europe. Massachusetts Mutual Life Insurance Company moved in the past couple of years into a large office complex within the Town. The Town is also home to Hallmark Cards and many other national and international companies.

The Town is 33.8 square miles with a current population of approximately 45,246. The population of the Town is ethnically, racially, and economically diverse.



Form of Government

The Town of Enfield operates under the council-manager form of government. Policy-making and legislative authority rest with a Town Council consisting of eleven members. Four Council Members are elected from Districts and seven are elected At-Large. All serve two-year terms.

The Council appoints a Town Manager who is the Chief Executive Officer of the Town. The appointment is for an indefinite term. The Town Manager appoints all department heads and other officers and employees of the Town with the exception of the Town Attorney. The Town Manager appoints the Public Safety Director who oversees the Police and EMS Department. The Director of EMS reports to the Public Safety Director.

Fire Service is provided by five separate Fire Departments. These Fire Departments have separately elected Boards who appoint a Fire Chief and subordinate personnel. Each Fire District levies a property tax within its boundaries within the Town of Enfield.



Director of EMS Job Description

This is a highly responsible position involving the development, delivery and management of emergency medical services (EMS). Reports to the Director of Public Safety and supervises all full-time and part-time staff. Responsibilities include but not limited to:

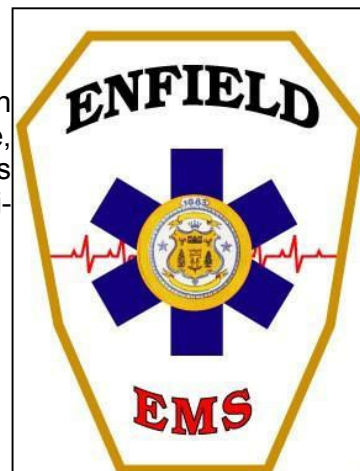
- Will carry out the recommendations and policies promulgated by the Town of Enfield.
- Will coordinate the delivery of EMS services with local and regional public safety agencies.
- Establishes and manages standard operating procedures for EMS.
- Establishes and manages quality assurance and quality improvement programs for EMS.
- Will oversee and manage all aspects of the EMS programs including: developing staffing strategies, analyzing daily logs, develop and implement training and maintenance of training records, coordinating major EMS incidents, developing goals/objectives for the EMS Department, establishing and maintaining contracts between the Town and various service providers.
- Will be responsible for EMS strategic and long range planning.
- Must perform all budgeting for the EMS function, as well as all purchasing, revenue planning, revenue recovery, and monitoring of contract compliance with outside vendors.
- Makes necessary arrangements for the maintenance of EMS equipment and vehicles.
- Coordinates, develops and refines emergency medical dispatch protocol.
- Performs all planning and research for improving services, prepares regular statistical and narrative reports.
- Advises the Director of Public Safety, Town Manager and Town Council on EMS matters.
- Participates as a member of Enfield's Emergency Management Team during major incidents and drills



About the EMS Department

The Emergency Medical Service Department was established as it's own department in 2005. Previously medical response was provided by police, fire and a contracted paramedic service. The Police Department still holds the first responder license for the Town while the EMS department is certified as the medical provider and transporter. EMS is authorized for:

- 10 Full-time Paramedics
- 10 Full-time EMT's
- 4 Supervisors who are Paramedics
- 5 Part-time Paramedics
- 5 Part-time EMT's
- 1 Part-time Billing Clerk who works with Billing Vendor



Shifts are rotated every four months based on a demand analysis. The Full-time employees are in a newly created union. The department works with the 5 separate Fire Districts. Each Fire District has their own commission and Fire Chief. Each Fire Department has paid staff during the day (only one department has paid staff for 24 hours) Protocol has been developed to determine when Police, EMS and/or Fire are dispatched by central dispatch located in the Police Department. EMS charges for all transports. The Department owns the following vehicles:

- 6 Ambulances
- 3 Paramedic Vehicles

Characteristics of the Ideal Candidate

- Diplomatic communicator who keeps all parties informed and follows-up on concerns
- Ability to work with 5 separate fire departments, medical control, various hospitals, town departments, state and regional agencies, vendors and residents
- Strong knowledge of best practices for Emergency Medical Services
- Open door policy, inclusive and team building manager with employees
- Knowledge of demand analysis and electronic scheduling
- Municipal budget and purchasing experience
- Ability to develop Training Programs for EMS, Fire and Police Personnel
- Experience in managing/supervising emergency response personnel
- Ability to interact as a Team member during significant emergency management incidents



Qualifications: The successful candidate must hold A Master's Degree in EMS, public health, public administration or a related field; five years of EMS experience, with three of those years in a responsible supervisory and administrative position; a Bachelor's Degree in EMS, public health, public administration or a related field; a paramedic license; seven years of EMS experience, with three of those years in a responsible supervisory and administrative position; or a combination of education and work experience equivalent to these requirements. All related licenses and certificates to obtain and maintain a CT Paramedic's license (ACLS & PALS) and Valid Drivers License. NIMS training.

Challenges and Opportunities



- Ability to work with 5 separate fire departments, medical control, various hospitals, town departments, state and regional agencies, vendors and residents
- Implementation of new union contract which was just signed
- Develop an efficient system to supply all disposable medical supplies to EMS, Fire and Police.
- Evaluation of vehicle and facility needs and replacement schedule
- Provide consistent and predictable medical care during all shifts and all parts of the Town
- Evaluate revenue stream and develop revenue projects to maintain EMS budget and develop an enterprise fund
- Research, develop and administer appropriate grants
- Be diligent about demand analysis of call volumes to be prepared for changes in service needs
- Promote the EMS Department to the public and instill positive attitude and present community programs
- Develop vision for department including review of policies and Standard Operating Procedures.

Compensation and Application Process

The starting salary for this position is between \$70,000-\$76,000 depending on qualifications & experience - with an excellent benefits package:

For more information see the Town web site:
www.enfield-ct.gov

Enfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for the challenges of the Director of EMS for the Town of Enfield please mail or email your resume and cover letter by Aug. 21,2009 to:



**Town of Enfield
Human Resources Department
820 Enfield Street
Enfield, CT 06082
Email to: jobs@enfield.org
Fax 860-253-6264
Call 860-253-6345**

**For more information contact Ms. Randi Frank at
rfrank05@snet.net**